



**Managed Risk Medical Insurance Board**

1000 G Street, Suite 450

Sacramento, CA 95814

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[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## **JOB OPPORTUNITY BULLETIN**

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### **Associate Governmental Program Analyst**

**Monthly Salary: \$4,400 - \$5,348**

**One Limited Term 24 Month/Full-Time Position**

**Location: Downtown Sacramento**

**Position Number: 443-300-5393-745**

**Refer to Job ID#09-ADM-035**

**Final Filing Date: July 9, 2010**

### **General Statement of Duties:**

This is a journey level class working in a budget unit performing complex Budget forecasting and Budget preparation. Under general direction, the employee performs a variety of tasks including the more independent, responsible, varied and complex technical research and statistical work in support of MRMIB's local assistance fiscal forecasting and Budgeting function (including State Operations); he/she may provide consultative advice to various governmental entities and agencies, including the Department of Finance and the Legislature concerning fiscal estimates-methodology and the State Operations Budget. Work at this level is often characterized by independent development and employment of research methodology and techniques; and assisting in the design and implementation of budget related research projects. Duties will also encompass technical budgeting in preparation of MRMIB's portion of the annual Governor's Budget and the annual May Revision.

In addition, the incumbent is frequently called upon to assist in research and to formulate cost estimates for a significant number of alternative proposals to achieve universal health insurance coverage in California (i.e., the Governor's Healthcare Reform (HCR) proposal and various Legislative alternatives).

"This position is a two year limited-term position that expires 6/30/12, however, the position may become permanent in the future."

### **Essential Qualifications:**

- Has advanced knowledge and proficiency in MS Excel.
- Keeps abreast of forecasting methods in other states and in current economic and financial literature that may impact the health care in California.
- Demonstrates the ability to function independently and as part of a fiscal team, work on multiple assignments and meet critical deadlines.

- Establishes and maintains liaison with the other state agencies including the Department of Finance on their economic forecasts.

### **Other Expectations**

- Demonstrates a commitment to performing duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Effectively communicates orally and in writing with management, co-workers and the public.
- Ability to multi-task and meet deadlines.
- Ability to use a variety of Microsoft applications.

### **Who May Apply:**

Individuals at the Associate Governmental Program Analyst level or who have list or reinstatement eligibility to the classification may apply. **Please Note: MRMIB will not be accepting applications from candidates that took the Statewide Open on-line Exam.** Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at [www.spb.ca.gov](http://www.spb.ca.gov)). In Section 12 of the application enter **Job ID# 09-ADM-035 and Position # 443-300-5393-745 and the basis for appointment eligibility.** Send to:

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Robin Conover – Personnel**

**Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: July 9, 2010.**

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*